

Warehouse Shift Coordinator Iymedale (Days)

What's on offer:

- Working hours 4 on 4 off 06:00 to 18:00
- Monthly paid
- Enhanced holidays of 23.5 days per annum
- The opportunity to purchase an additional 5 days holiday in a 12 month period
- The opportunity to earn £300 attendance bonus per annum
- Becoming a member of the workplace pension scheme
- Will work as a member of the Warehouse Team

A bit about the job: To support the Warehouse Shift Managers in leading and coordinating a warehouse shift, daily warehousing activities and employees ensuring targets are achieved and customer requirements are met. Supporting the implementation of production, productivity, quality, and customer service standards and achieving the appropriate level of throughput within time limits. This role will be required to ensure that the daily operations meet and exceed daily performance expectations wherever possible. The duties listed in this job description are not exhaustive.

At Boughey we are proud of our standing in the local community and the different and varying customer base we have. We hire great people from a wide variety of backgrounds. As an equal opportunity employer, we ensure that our place of work is welcome to everyone.

Key duties/ tasks :

- To coordinate and guide Key Colleagues and Warehouse Operatives to achieve the warehouse targets and KPIs set in a safe and efficient manner.
- To be aware of and adhere to the Company's Health & Safety Policy, taking responsibility for the Health, Safety, environmental and welfare of yourself and others in your departments.
- Liaise with relevant internal stakeholders to maintain the highest standards with due regard to Customer requirements and in line with HARA, BRCGS and any other internal or external legislation / audits.
- Achieve high levels of customer satisfaction through excellence in receiving, despatching, and assuring quality goods – promoting SAP system processes and handling colleague non-compliance appropriately.
- To utilise employee productivity and performance data to review performance accordingly, identifying opportunities for reward and recognition for high performers to the Warehouse Management Team.
- To live and breathe the company values and promote associated behaviours within the warehouse team.
- Organise and maintain inventory and storage areas, ensure shipments and inventory transaction accuracy.
- To allocate resource effectively according to demand to ensure balanced inbound and outbound operations.
- Maintain all record keeping and document necessary information for a clear handover to the management on the following shift.
- Pro-actively identify improvement opportunities liaising with H&S, Quality & ESG, Continuous Improvement and Warehouse Management.

- To ensure the site or areas comply with all Health & Safety requirements and to inform the Warehouse Manager if any improvements need to be made.
 - To deal with any discrepancies found ensuring corrective action is taken and if necessary, report immediately to the Warehouse Shift Manager or in their absence, the Warehouse Manager.
 - Contribute to an atmosphere in which employees are encouraged to volunteer ideas and are engaged in what the company needs to achieve.
 - To support with investigations, disciplinary hearings, and absence & attendance meetings as required. Also deal with any employee relation issues as per the Company policies and procedures.
 - Any other reasonable duties which may be required by management from time-to-time.
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- Support and deliver on the Company mission, vision and live and promote the Company values.
 - Liaise with relevant internal stakeholders to maintain the highest standards with due regard to Customer requirements and in line with HARA, BRCGS and any other internal or external legislation / audits.
 - To be aware of and adhere to the Company's Health & Safety Policy, taking responsibility for the Health, Safety, environmental and welfare of yourself and others in your departments.

How to apply:

If you are interested in applying for the role, please send your CV and covering letter or if you have any questions or queries, please contact Michelle.Leighton@boughey.co.uk